

PUBLIC NOTICE

AMENDMENT TO THE E-GOVERNMENT ACT OF 2002

As a result of a recent amendment to E-Government Act of 2002, on August 2, 2004, the President signed into law H.R. 1303, which amends section 205(c)(3) of the Act to provide an additional method of dealing with redacted documents. The clerk's office has not and will not image nor post documents sealed or otherwise restricted by court order. Filers should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the internet via WebPACER. If sensitive information must be included, certain personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically. Primary personal identifiers include but are not limited to:

- a. **Social Security numbers.** If an individual's Social Security number must be included in a pleading, only the last four digits of that number should be used.
- b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
- d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

Additional personal identifiers are listed below and filers should exercise caution when filing documents that contain the following:

- e. personal identifying number, such as driver's license number;
- f. medical records, treatment and diagnosis;
- g. employment history;
- h. individual financial information; and
- i. proprietary or trade secret information.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may:

- (1) file an unredacted document under seal. This document shall be retained by the court as part of the record. Or,
- (2) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) must be used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for redaction.**

FOR THE COURT:

Michael F. McHugh, Clerk
United States Bankruptcy Court
Southern District of Georgia

August 19, 2004